

How Do I Apply for a Job? FAQ

Q: How do I submit my resume on-line to a job opportunity announcement?

A: If you don't have one already, create a [CHART](#) account and log on. Go to **My Resume** and build a resume. When done with your resume and it's complete, select **Search for Jobs**. Search and open the job opportunity announcement you want to apply on. Carefully read the Who May Apply section and the rest of the announcement to ensure you meet the requirements.

When ready to apply, scroll to the top or the bottom and click the **Apply Now** button. Select the Go to My Resume link and click the submit button. This will take you to Preview, where you will see another submit button. Click this and you've just applied. If there is no submit, look for red error messages indicating missing information. Fix this information and submit again. Once you have submitted your resume to an announcement you should [Re-use your Resume](#) to apply for other vacancy announcements. This is due to our [One Resume](#) policy. Submitting a new resume will replace your resume already on file for all previously applied on vacancy announcements (except those ending in DE). This does not mean that you will not be considered for any previously applied to vacancy announcements, just that your resume will be replaced with the newer submitted one. So unless you are updating or changing your resume, it's not necessary to submit a new one. Simply re-use your resume already on file.

Note: The CHART resume builder, **My Resume** is not the same as the Department of the Navy resume database. It is just an on-line tool that allows you to create, store and easily submit a resume to a Department of the Navy job announcement. You must submit your resume and ADS against a vacancy announcement to receive consideration.

Q: Now that all the old open continuous announcements have been closed and re-opened, do I need to reapply to receive further consideration?

A: Yes. Current open continuous announcements will close on around March 28, 2005 and the new Department of the Navy wide consolidated announcements will open on April 1, 2005. These new announcements are a result of a new consolidated resume database. Because we are using a new database, you will be required to submit your resume to the new system to receive consideration under the new announcements. Selections from these new announcements, however, will not be made until May 1st, 2005. Prior to this date, you will continue to be considered for positions that are filled from our current system for announcements to which you have applied

Q: I've searched for a job, but don't see an Apply Now Button.

A: You will not see an **Apply Now** button if you are not logged into CHART or if the job opportunity announcement does not support on-line application. Upon logging into CHART and searching for a job opportunity announcement, you will see the **Apply Now** button located at the top and bottom of the announcement. Job opportunity announcements ending in -FL and -SES will not have an **Apply Now** button as they do not allow direct on-line submission. Read the "How to Apply" section of these announcement for submission information

Q: Why won't my resume submit when I click submit? It keeps taking me to the Preview page.

A: There is a second submit button on the Preview window. You will need to click this to complete your submission. You will receive an immediate on-line and e-mail confirmation upon completion of this action. If there is no submit button on the Preview window, look for red error messages indicating missing information. Fix this information, return to **My Resume** Home and click submit again. Your submission should go through.

Q: If I submit a resume to a job opportunity announcement using the Apply Now process, do I need to send another one via U.S. Mail?

A: No. Please do not send duplicate resumes for the same announcement. Be assured that if you submitted your resume and ADS using the **Apply Now** process that it was received the first time it was submitted. There is no reason to send us a hardcopy duplicate via U.S. mail or hit the "Submit" button

again. This serves no real purpose but to lengthen the time it takes to process your resume. Also, remember, once you have a resume and ADS on file at a Human Resource Service Center you can re-use it to quickly apply for other job opportunity announcements. Follow the steps outlined in **Apply Now**.

Q: I submitted a hardcopy resume via U.S. Mail. Will that resume be in the resume builder?

A: No. Hardcopy resumes are not input into **My Resume**, the on-line Resume Builder. If you wish to save your resume and then access it, you should create and submit your resume using **My Resume**.

Q: Do I have to turn in other forms or documents along with my resume?

A: In addition to a resume, applicants are required to submit responses to the Additional Data Sheet (ADS). If using a resume submitted through the **Apply Now** process, the ADS is included at the end of your resume. If applying via hardcopy, responses to the Additional Data Sheet should be listed at the end of your resume. **Note:** Applicants do not need to attach or send DD 214s, SF 50s, transcripts, Veterans' Administration letters, etc., unless it specifically states so in the announcement.

Q: How do I apply for multiple vacancy announcements?

A: One at a time. If you wish to apply for more than one vacancy announcement, you must search, open and use the **Apply Now** process individually for each of the vacancy announcements you wish to apply on. You don't however, have to submit a separate resume for each announcement. Once you submit a resume, then you can [Re-use your Resume](#) to apply for any other vacancy announcement.

Q: Should I submit a separate resume and ADS for each vacancy announcement I want consideration for?

A: No. You should [Re-use your Resume](#) when prompted through the **Apply Now** process. This is due to our [One Resume](#) policy. Submitting a new resume will replace your resume already on file for all previously applied on vacancy announcements (except those ending in DE or NR). This does not mean that you will not be considered for any previously applied to vacancy announcements, just that your resume will be replaced with the newer submitted one. So unless you are updating or changing your resume, it's not necessary to submit a new one. Simply re-use your resume already on file.

Q: Can I use the resume and ADS I just submitted to apply for other jobs announced by Department of the Navy?

A: Yes. For most job announcements, you can [Re-use your Resume](#) and ADS you just submitted to apply for additional job announcements using the **Apply Now** process. Just read and follow the prompts.

Q: I submitted a hardcopy resume via U.S. Mail. Can I use re-use it to apply for other vacancy announcements?

A: Yes. However, you must log in using an account password and apply through the vacancy announcement using the **Apply Now** process.

Q: Can I Re-use my Resume submitted to apply for jobs announced by another HRSC Center?

A: Yes. You should [Re-use your Resume](#) when prompted through the **Apply Now** process. This is due to our [One Resume](#) policy. Submitting a new resume will replace your resume already on file for all previously applied on vacancy announcements (except those ending in DE or NR). This does not mean that you will not be considered for any previously applied to vacancy announcements, just that your resume will be replaced with the newer submitted one. So unless you are updating or changing your resume, it's not necessary to submit a new one. Simply re-use your resume already on file.

Q: How do I self-nominate?

A: The Department of the Navy does allow self-nomination, however we call it [Re-use your Resume](#). With Re-use your Resume, you use a current resume already on file with the Department of the Navy to apply for other Department of the Navy job announcements. To use this process you must have:

- 1) Applied for a Department of the Navy vacancy announcement with a resume after 1 April 2005, and
- 2) Have a resume on file that is still current and active and which has not expired.

To self nominate or Re-use your Resume... go to [CHART](#) and log on. Then select **Search for Jobs**. Locate and open the job opportunity announcement in which you're interested in applying for. Read the announcement and when you are ready to apply click the Apply Now button. Follow the simple directions provided and click Apply Now. It's that easy! Your name, resume and ADS will then be placed in the file for that particular announcement.

Q: How many resumes can I have on file at one time?

A: For most announcements, you can have only one resume on file at a time in the Department of the Navy resume database. See our [One Resume](#) policy for more information on this. For announcements ending in DE or NR, you are allowed to have multiple resumes. Announcements that allow you to submit a new or separate resume will not allow you to re-use your resume through the **Apply Now** process.

Q: So when should I submit a separate resume?

A: Submit a separate resume for those jobs that require it (NR or DE). The easiest way to remember which announcement you can submit a separate resume to is to look at the instructions provided in the **Apply Now** process. If it prompts you to [Re-use your Resume](#) button, then use that method to apply. If it doesn't, then submit a separate resume.

Q: If I submit a new resume, do I need to re-apply on any vacancy announcements I have previously applied to?

A: No, as soon as your new resume is received, our system will copy the job opportunity announcement numbers attached to your old resume to your new resume. As such, you will continue to receive consideration on any previously applied on announcements.

Q: When should I submit an updated resume?

A: Submit a new updated resume when you need to update your work history; due to a promotion or reassignment or when your contact information and/or education has changed. In addition, submit a new resume when the resume you have on file at a HRSC has expired.